

OHIO STATE ATI CONTINUING EDUCATION REGISTRATION FORM

Name (PLEASE PRINT)	Company
Company or Home Address	Company or Home City, State & Zip
Email Address	Cell Phone Number
What is the best way to contact you in case of a class cancellation? <input type="checkbox"/> cell phone <input type="checkbox"/> email <input type="checkbox"/> other	

Computer Schedule for October 2015	Registration Information
<input type="checkbox"/> Intermediate Excel - \$181 (includes text) Thursday, October 15, 2015; 9:00 a.m. – 4:15 p.m.	Fax to: 330-287-7593 Mail to: Ohio State ATI Business Training & Educational Services Shisler Conference Center 1625 Wilson Road Wooster OH 44691 Phone: 330-287-7511 Email: elliott.3@osu.edu
<input type="checkbox"/> Advanced Excel - \$181 (includes text) Friday, October 16, 2015; 9:00 a.m. – 4:15 p.m.	
	Refund Policy A 100% refund less \$50 processing fee, will be available only if Ohio State ATI is notified one week prior to the class start date. No refund after this date. In the event of insufficient enrollment, it may be necessary to cancel a course. If so, you will be notified in advance and receive a full refund of fees.
	Method of Payment <input type="checkbox"/> Check made payable to Ohio State University <input type="checkbox"/> Company PO # <input type="checkbox"/> Credit card (We can only accept credit card information in person, by phone or by US mail.)
~ Call 330-287-7511 for discount details if enrolling four or more people in the same class. ~ The version used for all above Excel and PowerPoint courses is Microsoft Office 2010 for Windows. ~ Courses are held at Ohio State ATI campus, 1328 Dover Road, Wooster, OH ~ All classes will be in Halterman Hall Computer Lab Room #203 ~ Lunch will be on your own from 12:00-12:45 p.m. Two local food options close to campus include: Subway & Guerne Heights Drive-In. Directions to these locations will be available upon request. ~ To request accommodations for a disability, please describe here:	All educational programs conducted by The Ohio State University College of Food, Agricultural, and Environmental Sciences are available to clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability, or Vietnam-era veteran status. Effective January 1, 2014 The Ohio State University campuses are tobacco free.



THE OHIO STATE UNIVERSITY

Agricultural Technical Institute
Wooster